



King County
FISCAL SPECIALIST II
PUBLIC HEALTH – SEATTLE & KING COUNTY
FINANCE & ADMINISTRATIVE SERVICES DIVISION
Hourly Rate Range: \$15.72 - \$19.93
Job Announcement: 05MH5212
OPEN: 8/29/05 CLOSE: 9/5/05

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Janet Daley at (206) 205-5274 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may be faxed to (206)205-5430.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Building, 999 – 3rd Avenue, Suite 600, Seattle, WA 98104

WORK SCHEDULE: This full time position is overtime eligible. It works a 40 hour work week; Monday through Friday.

POSITION PURPOSE: The Fiscal Specialist is responsible for managing daily cash deposits, set-up, maintenance and monthly billing for immunizations, lab, pharmacy and funeral director accounts.

PRIMARY JOB FUNCTIONS INCLUDE:

- Manage daily cash deposit.
- Review/verify ARMS 410/420/430-Level 1&2 reports.
- Establish/maintain accounts for firms to purchase specific services (non HCFA 1500) from Public Health – Seattle & King County.
- Bill miscellaneous services.
- Maintain cash key and fee schedule indices.
- Provide cash handling training.
- Monitor and follow up on past due invoices.
- Other duties, as assigned.

QUALIFICATIONS:

- Knowledge of basic accounting and mathematics.
- Knowledge of Microsoft Excel and word processing application.
- Effective customer service skills and techniques.
- Strong oral and written communication skills. Tact, flexibility, diplomacy and persuasion skills.

- Knowledge of general office principles and practices.
- Basic knowledge of cash handling procedures
- Problem solving skills.
- Detail oriented.
- Interpersonal and human relations skills.
- Organizational skills
- Skill in the operation of a variety of office equipment, such as fax machine and copier.
- Skill in following oral and written instructions.
- Skill in adapting to changes in work load demand.
- Skill in maintaining the confidentiality of sensitive matters.
- Skill in following through on assignments.
- Skill in taking initiative.
- Skill in conducting research for a specific work assignment.
- Ability to lift up to 35 pounds.
- Skill in working independently and as part of a team.

DESIRED QUALIFICATIONS:

- Previous experience in Accounts Receivable.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: Local 17

SEQUENCE NUMBER: 80-8379-0139